



# Applying Online for a Side Sewer Repair Permit



As of July 2003, you can now apply online for a side sewer repair permit. The process is simple: Visit DCLU's Side Sewer Program Web site at [www.seattle.gov/dclu/sidesewer](http://www.seattle.gov/dclu/sidesewer) to complete and submit the application. DCLU reviews the application, generally by the next city business day, and returns the issued permit to you via e-mail.

## Eligible Permit Types

You can apply online for permits to perform **repairs** to existing facilities. Because permits for **new construction** (e.g., new lines and appurtenances) require submission of plans, you must apply for them in person at the DCLU Applicant Services Center. The ASC is located on the 20<sup>th</sup> floor of Key Tower at 700 Fifth Avenue in downtown Seattle, (206) 684-8850.

## What You Need

- **Internet access:** You can use most Internet browsers to access the online permit application, including Internet Explorer, Netscape, and Opera. A high-speed connection is not necessary.
- **Printer:** If you want to download side sewer cards, a high-speed color printer that accepts 11-by-17-inch paper is recommended. You can download side sewer cards at <http://www.seattle.gov/dclu/sidesewer>.
- **E-mail address:** A valid e-mail address is required so DCLU can send the issued permit to you.
- **Escrow (advance deposit) account:** If you do not have an account, you can download the application form (195-KB PDF) from <http://www.cityofseattle.net/dclu/publications/forms/Escrow.pdf>. Contact the DCLU Cashier Counter at (206) 386-9780 to establish your account.
- **Contractor ID:** If you don't know your contractor ID, call DCLU's Over-the-Counter (OTC) Permit staff at (206) 684-8464.

## How to Apply

1. Open your Internet browser and open <http://www.seattle.gov/dclu/sidesewer>.
2. Type your contractor ID and password and click **Submit**. If you're using the application for the first time, use your contractor ID as the password. (You'll be prompted to set up a password after you log on.)

### Permit Desk

#### Online Side Sewer Repair Permit Application

**Please enter your Contractor ID number and your Password.**  
*If you do not know your Contractor ID and Password,  
use your old User ID and PIN #.*

(ID and Password are case sensitive)

Contractor ID:

Password:

**Note:** If you've used DCLU's Web site to apply for an electrical permit, you can also enter the user ID and password you were assigned to use this service.

## Applying Online for a Side Sewer Repair Permit

- Click **Apply for a Side Sewer Permit**.

### Permit Desk

#### Online Side Sewer Repair Permit Application

Main Menu

**ZORKO ELECTRIC INCORPORATED** has successfully logged in.

Your current balance is: \$676.21

What would you like to do?

- ▶ [Apply for a Side Sewer Permit](#)
- ▶ [View my Side Sewer Permit applications submitted online](#)
- ▶ [Change my Password](#)

To update contractor information, call (206) 684-8464.

- Complete the application:

- **Contractor Information:** Enter at least an e-mail address and contact name.
- **Work Site Information:** Type the street number, street name, city, state, and zip. Enter a description of work and select an occupancy type.
- **Work Site Owner/Tenant Information:** You do not have to enter a name in this section, but if you do, you must also enter a phone number and address (including city, state, country, and zip).
- **Type of Work Classification:** Select either **Work is in Right-of-Way** or one of the options under **Repair work will be completed**. Enter the number of lines capped, if applicable.

### Side Sewer Permit Application

Contractor Information					
Contractor: <b>ZORKO ELECTRIC INCORPORATED</b>			State License #:		
Phone: <b>(425)485-1113 x</b>			Fax:		
Address: P O BOX 1808			Contact: <input type="text"/>		
WOODINVILLE, WA 98072-1808			Date: Friday, June 27, 2003		
Email: <input type="text"/>					

  

Work Site Information					
Street #:	Street Prefix:	Street Name:	Street Type:	Street Post Dir:	Apt./Ste.:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City:	State:	Zip:	Occupancy:		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Description of Work:					
<input type="text"/>					

  

Work Site Owner / Tenant Information			
Work Site Info For:			
<input type="text"/>			
First Name:	Last Name:	Phone:	Fax:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address:		Apt./Ste.:	
<input type="text"/>		<input type="text"/>	
Address2:			
<input type="text"/>			
City:	State:	Country:	Zip:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

  

Type of Work Classification	
<input type="checkbox"/> <b>Work is in Right-of-Way</b> Contractor must be registered with City of Seattle.	<b>Repair work will be completed:</b> <input type="radio"/> On Private Property Only <input type="radio"/> On Public Area Only <input type="radio"/> On Public Area and Private Property
<input type="text"/> # of lines capped	

  

- Click **Submit Application**.



## Applying Online for a Side Sewer Repair Permit

### What Happens Next

After you've submitted your application, you can check status, make changes, or delete the application. After DCLU staff receives and processes the application, you will receive an e-mail with the permit attached as a PDF file. (You can't delete or change the application once it's been processed.)

To view your submitted applications:

1. Open the online side sewer application page (<http://www.seattle.gov/dclu/sidesewer>).
2. Type your contractor ID and password and click **Submit**.
3. Click **View my Side Sewer Permit applications submitted online**.

#### Permit Desk

##### Online Side Sewer Repair Permit Application

[Main Menu](#)

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- ▶ [Change Password](#)

4. Check the **Application Status** box.
  - **Not Processed:** DCLU hasn't received the application. You can click **Edit** to change it or **Delete** to cancel it.
  - **In Process:** DCLU is processing the application. You cannot make changes.
  - **Approved:** The permit has been issued.
  - **Rejected:** The permit has been denied. Contact the ASC's Drainage and Sewer Desk at (206) 684-5362 or email [sidesewerinfo@seattle.gov](mailto:sidesewerinfo@seattle.gov).

#### Permit Desk

##### Online Side Sewer Repair Permit Application

[Main Menu](#) > My Permit Applications

App ID	Permit Type	Submitted	Work Site Address	Work Description	Application Status	
12	Side Sewer	10:12:59 AM 6/27/2003	445 Elm Seattle, WA	Repairing a line	Not Processed	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
11	Side Sewer	8:01:53 AM 6/26/2003	3 EAST Maple AVENUE EAST #3 Seattle, WA 33232	installing line to replace existing	In Process	<a href="#">View</a>
10	Side Sewer	8:41:03 AM 7/7/2003	12321 NORTH Elm STREET EAST Seattle, WA	installing line to replace existing	<b>Approved</b> on 7/8/2003 5:03:09 PM by Allen Guest	<a href="#">View</a>

**Note:** The applications shown above are current as of 10:21:44 AM, 7/21/2003 and reflect the last 30 days of activity.